



Terms of Reference for the ePhyto Project Technical Committee

I. Purpose

1. The ePhyto Project Technical Committee (PTC) will oversee and provide technical guidance and advice to the Project Implementation Agency (the IPPC Secretariat) on the design, development and deployment of a cost effective ePhyto (electronic phytosanitary certification) system consisting of a global hub and generic national system to facilitate the international exchange of electronic phytosanitary information by developing countries.

II. Duration

2. The PTC will remain active until the project is completed.

III. Functions

3. The ePhyto Technical Committee will:
 - i. provide guidance on the development of a system for the production and receipt of ePhytos (generic national system) and an international electronic hub for the exchange of certificates;
 - ii. ensure that implementation of the above-mentioned systems is harmonized and consistent with Appendix 1 of ISPM 12 and with any proposals being discussed as part of the broader mandate of the IPPC ePhyto Steering Group;
 - iii. identify any issues or challenges in design, development or deployment of the above-mentioned systems or in other aspects of project's implementation to be brought to the attention of the ePhyto Project Advisory Committee (PAC) for recommendation;
 - iv. consider recommendations made by the PAC on project matters and provide documented justification for any deviation.
 - v. contribute to a comprehensive range of initiatives to raise awareness and understanding amongst countries regarding the project's objectives and achievements;
 - vi. support the development of a toolkit that could be used by countries to facilitate the efficient and effective implementation of ePhyto nationally, as well as other capacity building resources;



- vii. identify resource needs and opportunities and assist in the development of funding proposals and options for the long term sustainability of the ePhyto system and;
- viii. other related technical advice functions as required

IV. Composition

4. Members of the PTC include:
 - The ePhyto Project Implementation Team (IPPC Secretariat, Project Manager and UNICC)
 - Members of the IPPC ePhyto steering group.
5. Observers :
 - One (1) representative of the STDF Secretariat
6. Ad hoc participants:
 - The PTC may invite other participants on an ad hoc basis to provide information, technical guidance and assistance as necessary.
7. A Chair will be selected from the membership.
8. PTC members should have extensive knowledge of electronic certification processes including regulatory and practical implementation experience in electronic phytosanitary systems, and have the time available to actively participate.

IV. Meetings

9. The PTC will meet in-person at least semi-annually. To reduce travel costs, in-person meetings will be scheduled to coincide with other scheduled meetings involving the membership, where possible. The PTC will usually meet virtually as needed to perform the functions outlined above.
10. Should the PTC be unable to reach consensus on an issue, the ePhyto project implementation manager will raise the issue to the PAC for review and recommendation.

V. Funding

11. To undertake this work, participants will either be self-funded or where required extra-budgetary resources will be identified so that the IPPC Secretariat may provide funding assistance.